

Thank you for your inquiry regarding the requirements for certification of a child care group home. If you choose to care for five or more children, the Office of Child Care Licensing is a part of the Arizona Department of Health Services that certifies child care group homes and licenses child care facilities. You may also be required to meet city, county, manufactured housing, or homeowner's association codes, covenants and restrictions. It is your responsibility to find out what those might be before beginning the certification process.

For your information → did you know you can care for four children, for compensation, ←
with all of your own children and not need to be certified?

The following questions will clarify some of the requirements that are necessary in order for you to become certified:

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Are you interested in caring for children <u>in your own home</u> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will you ensure that all personnel and household members who are 18 years of age and older submit fingerprints for a criminal history check? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If you have operated a child care home or facility in Arizona, or any other state, is your licensure history free from any denials, revocations, suspensions or any other legal actions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you willing to comply with local laws, including zoning, building and fire? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will you and/or your personnel allow representatives of the Office of Child Care Licensure to enter and inspect your home at any time during your hours of operation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you the provider or do you have a provider who lives in the home who is 21 years of age or older? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you, as the provider, have a high school diploma or its equivalent and 3 credit hours or 60 workshop hours in early education, child development or a closely related field? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you have an assistant provider who is at least 18 years of age and has a high school diploma or equivalent and 2 credit hours or 30 clock hours in early education, child development or a closely related field? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will you maintain accurate records such as staff files, children's files, medication permission forms, etc. in accordance with state laws? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are you willing to secure and maintain general commercial liability insurance? | <input type="checkbox"/> | <input type="checkbox"/> |

11. Will child care be the only business on your home's premises, during the hours of operation? YES ☐ NO ☐

12. Will you maintain the following staffing requirements at all times: ☐ ☐

1 caregiver (the main provider)	1 to 5 children (regardless of compensation) excluding the caregiver's own children
2 caregivers (the main provider, and a second person 18 years of age or older)	6 to 10 children (regardless of compensation) excluding the caregiver's own children
	11 to 15 children (you can receive compensation for no more than 10 of the children. The other 1-5 children could be the caregiver's children or family members; no compensation can be received for these children.)

13. Are you willing and able to provide the materials and supplies required for all ages of children in your care? ☐ ☐

14. Are you willing to plan a program that includes a balance of activities and nutritious snacks and meals for children? ☐ ☐

15. Are you able to meet the square footage requirements for indoor space? (30 square feet per child, not including single use areas such as kitchen, bathroom, laundry room, workshop, hallway, garage, etc.) ☐ ☐

16. Are you able to meet the square footage requirements for outdoor space? (minimum 375 square feet total) ☐ ☐

17. Does your home have a direct exit to the outside on each floor/level? (Infants and children under the age of 5 years cannot be cared for above or below the ground level of the home unless there is a direct exit to the outside on that level) ☐ ☐

18. If there are more than 10 enrolled children at the home, excluding enrolled children who are in diapers, do you have indoor bathroom facilities with at least two working toilets and two working sinks available? ☐ ☐

19. Can you provide an outdoor play area that is partially shaded and enclosed by a fence that is at least 4 feet high with a gate that has a self-closing latch? ☐ ☐

20. If you have a swimming pool, is it separately fenced with at least a 5 foot high fence that has a self-closing, self-latching gate with a lock? ☐ ☐

21. Are you willing to ensure the health, safety and welfare of the children in your care? (Some things to consider are animals, household chemicals, poisonous or hazardous plants and trees, bodies of water such as spas, ponds, fountains, etc., trampolines, and firearms.) ☐ ☐

If you answered "NO" to any of the questions listed above, you may still be able to become certified. Call your local office and ask to speak with the 'Surveyor of the Day' in order to discuss the questions to which you answered "NO." Request an Application Packet be mailed to you or you may print one off the Internet at <http://www.azdhs.gov/als/childcare/index.htm>

If you have answered "YES" to all of the questions listed above, you meet some of the initial requirements for certification. Plan to attend a Child Care Group Home Training Session after you have submitted your application and prior to becoming certified. The dates and times for the Trainings are included in this mailing.

PHOENIX CHILD CARE GROUP HOME

TRAINING SESSIONS

Arizona Department of Health Service's Rule R9-3-201(A)(3) and R9-3-201(B)(20) require that the initial applicant for certification of a child care group home provide documentation of completion of the Department's training for new certificate holders and providers of child care group homes prior to the facility being certified.

The **TRAINING SESSION** is for people who have submitted their complete application for a child care group home certificate. It is also open on a limited space available basis to persons who are interested in becoming more familiar with child care regulations. Attendance is on a first come, first serve basis.

Check in begins at 8:00 A.M. Training begins promptly at 8:30 A.M. No one will be admitted after 8:30 A.M.

PHOENIX TRAINING SESSIONS

8:30 A.M. - 12:30 P.M.

January 18, 2005	May 17, 2005	September 20, 2005
February 15, 2005	June 21, 2005	October 18, 2005
March 15, 2005	July 19, 2005	November 15, 2005
April 19, 2005	August 16, 2005	

Phoenix Training Sessions are held at: The Office of Child Care Licensing
150 North 18th Avenue, Suite 400
Phoenix, AZ. 85007
(602) 364-2539

Arizona Department of Health Services

Office of Child Care Licensing

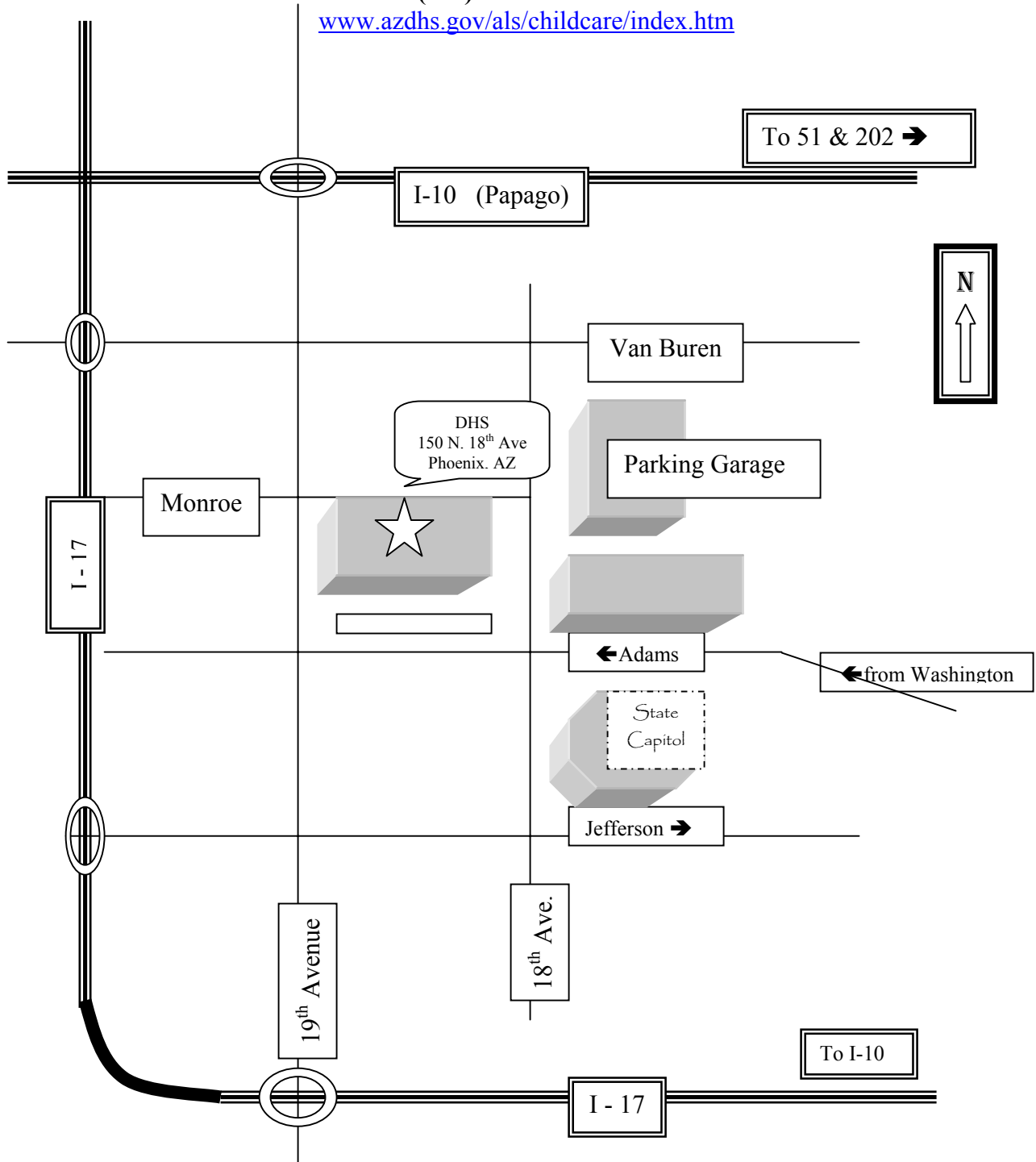
150 North 18th Avenue, Suite 400

Phoenix, Arizona 85007

(602) 364-2539

(602) 364-4768 - fax

www.azdhs.gov/als/childcare/index.htm



Free public parking is available on the first floor of the parking garage across the street to the East from 150 N. 18th Ave. Entrance to the garage is directly off Monroe.

TUCSON & FLAGSTAFF GROUP HOME TRAINING SESSIONS

Arizona Department of Health Service's Rule R9-3-201(A)(3) and R9-3-201(B)(20) require that the initial applicant for certification of a child care group home provides documentation of completion of the Department's training for new certificate holders and providers of child care group homes prior to the facility being certified.

The training is planned for persons who have started the process of becoming a child care group home certificate holder/provider or persons who are considering the idea of certifying a child care program. It is also open to persons who are interested in becoming more familiar with the certification procedure and child care regulations.

This session should help you meet the certification requirements through step by step instructions and a review of the regulations. Information about available resources will be given to help you become a successful certified child care group home provider.

You must register to attend the training in Tucson or Flagstaff. Please complete the information below and return the form to the office location indicated. **CALL A WEEK PRIOR TO THE SESSION TO CONFIRM YOUR REGISTRATION.** **Contact the Tucson office for trainings offered in Yuma.**

TUCSON - 8:30 a.m. to 12:30 p.m. at 400 West Congress, Room 158.

Free parking in the Parking Garage adjacent to our Complex

January 13, 2005

June 9, 2005

October 13, 2005

February 24, 2005

April 13, 2005

August 18, 2005

December 8, 2005

MAIL OR FAX REGISTRATIONS FOR TUCSON TO:

Arizona Department of Health Services
Office of Child Care Licensing
400 West Congress, Suite 100
Tucson, Arizona 85701
Phone: (520) 628-6540 Fax: (520) 628-6537
1 (800) 615-8555

FLAGSTAFF - 1:00 p.m. to 5:00 p.m. at 1500 East Cedar Avenue, Suite 22

February 16, 2005

June 15, 2005

November 16, 2005

April 20, 2005

September 21, 2005

MAIL OR FAX REGISTRATIONS FOR FLAGSTAFF TO:

Arizona Department of Health Services
Office of Child Care Licensing
1500 East Cedar Avenue
Flagstaff, Arizona 86004
Phone: (928) 774-2707 Fax: (928) 774-2830
1 (800) 615-8555



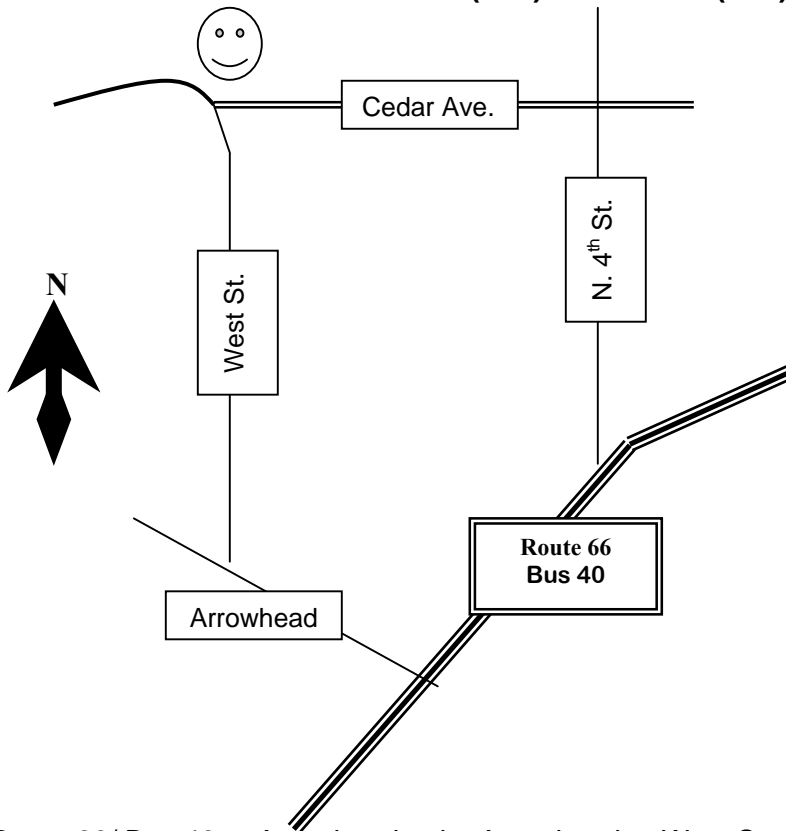
Name: _____
Address: _____ City: _____
ZIP Code: _____ Telephone: _____

I am planning to attend a group home certification training on _____, at ☐ Tucson

(date)

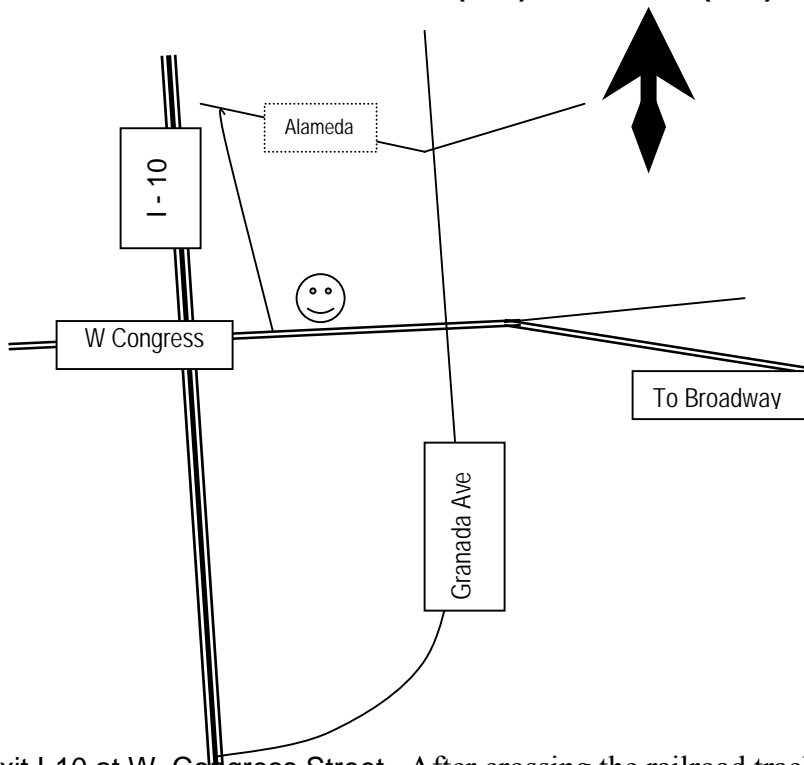
□ Flagstaff.

Office of Child Care Licensing 1500 East Cedar Avenue, #22 Flagstaff, AZ 86004
(928) 774-2707 (928) 774-2830 fax



Route 66/ Bus 40 to Arrowhead, take Arrowhead to West Street and turn right (north). Go North to Cedar; cross Cedar to the Safeway Shopping Center. Office is located in Suite 22.

Office of Child Care Licensing 400 West Congress, #100 Tucson, AZ 85701
(520) 628-6540 (520) 628-6537 fax



Exit I-10 at W. Congress Street. After crossing the railroad track, the parking ramp (longer term) and roadway to short-term parking are located on the north side of the street, to the West of our building.